



# THE ROYAL COURT OF THE GOLDEN SPIKE EMPIRE

## SHOW / EVENT FORM



REVISED: October 2021

### SHOW / EVENT INFORMATION

EVENT NAME				EVENT DATE			
EVENT HOST				PHONE			
EVENT HOST				PHONE			
EVENT TIMES	<i>Doors Open:</i>		<i>Show Starts:</i>		<i>Show Ends:</i>		
EVENT PRICE			PROCEEDS BENEFITTING				

### SHOW / EVENT LOCATION

EVENT LOCATION			ADDRESS				
LOCATION MANAGER			PHONE			INITIALS	
LOCATION FEE	<i>Yes</i>	<input type="checkbox"/>	<i>No</i>	<input type="checkbox"/>	FEE AMOUNT		FEE DUE DATE
LOCATION REQUIREMENTS							

### SHOW / EVENT STAFF

DOOR PERSON (BOD)			PHONE			INITIALS	
2nd DOOR PERSON			PHONE			INITIALS	
1st EMCEE			PHONE			INITIALS	
2nd EMCEE			PHONE			INITIALS	
OTHER:			PHONE			INITIALS	
OTHER:			PHONE			INITIALS	

### LIGHTS AND SOUND

WILL YOU BE USING THE COURTS SOUND SYSTEM FOR YOUR EVENT?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
WILL YOU BE USING THE COURTS LIGHTING SYSTEM FOR YOUR EVENT?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

IF YOU ANSWERED YES TO USING EITHER THE LIGHTS OR THE SOUND, YOU MUST FILL OUT THE SOUND SYSTEM CONTRACT AND/OR THE LIGHTING SYSTEM CONTRACT ATTACHED TO THIS FORM

### TICKET INFORMATION

WILL THIS BE A TICKETED EVENT	<i>Yes</i>	<input type="checkbox"/>	<i>No</i>	<input type="checkbox"/>	TICKETS AVAILABLE AT DOOR	<i>Yes</i>	<input type="checkbox"/>	<i>No</i>	<input type="checkbox"/>		
TICKETS AVAILABLE ONLINE	<i>Yes</i>	<input type="checkbox"/>	<i>No</i>	<input type="checkbox"/>	WEBSITE						
PERSON IN CHARGE OF CREATING OR OBTAINING TICKETS											
WILL A LIST OF ANY COMPLIMENTARY TICKETS BE PROVIDED TO THE DOOR PEOPLE								<i>Yes</i>	<input type="checkbox"/>	<i>No</i>	<input type="checkbox"/>

### FOOD INFORMATION

WILL THERE BE FOOD AT THIS EVENT	<i>Yes</i>	<input type="checkbox"/>	<i>No</i>	<input type="checkbox"/>	KIND OF FOOD					
HAS THE FOOD BEEN APPROVED BY THE EVENT VENUE					<i>Yes</i>	<input type="checkbox"/>	<i>No</i>	<input type="checkbox"/>	INITIALS	
FOOD COORDINATOR			PHONE			INITIALS				

## RAFFLE AND / OR SILENT AUCTION INFORMATION

<b>RAFFLE PRIZES AT EVENT</b>	<b>Yes</b>		<b>No</b>		<b>SILENT AUCTION AT EVENT</b>	<b>Yes</b>		<b>No</b>	
<b>RAFFLE COORDINATOR</b>					<b>PHONE</b>			<b>INITIALS</b>	
<b>AUCTION COORDINATOR</b>					<b>PHONE</b>			<b>INITIALS</b>	

## BUDGET INFORMATION

<b>STANDARD BUDGET FOR SHOW COSTS IS \$50 UNLESS SHOW HAS AN APPROVED BUDGET LINE ITEM</b>	
<b>HOW MUCH DO YOU PLAN ON SPENDING TO PRODUCE THE EVENT?</b>	

## REQUIRED NOTICES

1. All RCGSE Shows / Events must abide by the show / event guidelines as outlined in the resolutions. Please make sure you have read those guidelines before completing this form, including all budget amounts.
2. This Show / Event form and all advertising must be submitted to the Board of Directors for approval at least three (3) weeks prior to the event for approval. Pageants, required events and Coronation Events must be approved four(4) weeks prior to the event. Upon event approval a copy of the advertisement must be given to the RCGSE webmaster so that it may be included on the rcgse website.
3. All proceeds raised during the event will go to the respective fund or funds for which the event is held
4. All proceeds of the event will only be disbursed to a third-party for the payment of bills, medical bills or to a specific organization or fund. No funds will be given to an individual directly unless specifically stated in this form and with the approval of the Board of Directors. Monies disbursed through the People with AIDS (PWA) Christmas fund will be exempt from this requirement.
5. 20% of the proceeds raised during this event will be transferred to the RCGSE General Fund, as well as, 2% of the proceeds raised will be transferred to the RCGSE Scholarship fund. Proceeds raised during PWA Kickoff, Cancer Week, Trans Week, Snowball and AIDS week are exempt from this requirement.

## ACKNOWLEDGEMENT AND SIGNATURE

**I have read and understand the above required notices and I have read the Royal Court of the Golden Spike Empire Show / Event guidelines as outlined in the Resolutions**

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<b>Printed Name</b>	<b>Signature</b>	<b>Date</b>
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## EVENT ADVERTISEMENT REVIEW & EVENT APPROVAL

<b>DOES THE SHOW / EVENT ADVERTISING CONTAIN ALL OF THE FOLLOWING INFORMATION?</b>									
<b>NAME OF SHOW / EVENT</b>	<b>Yes</b>		<b>No</b>		<b>HOST(S) OF SHOW / EVENT</b>	<b>Yes</b>		<b>No</b>	
<b>LOCATION OF SHOW / EVENT</b>	<b>Yes</b>		<b>No</b>		<b>DATE OF SHOW / EVENT</b>	<b>Yes</b>		<b>No</b>	
<b>TIME(S) OF SHOW / EVENT</b>	<b>Yes</b>		<b>No</b>		<b>PRICE OF SHOW / EVENT</b>	<b>Yes</b>		<b>No</b>	
<b>PROCEEDS BENEFITTING</b>	<b>Yes</b>		<b>No</b>		<b>R.C.G.S.E. NAME &amp; LOGO</b>	<b>Yes</b>		<b>No</b>	
<b>R.C.G.S.E. WEBSITE ADDRESS</b>	<b>Yes</b>		<b>No</b>		<b>TICKET INFO (If Applicable)</b>	<b>Yes</b>		<b>No</b>	

<b>EVENT ADVERTISING APPROVED</b>	<b>Yes</b>		<b>No</b>		<b>OVERALL EVENT APPROVAL</b>	<b>Yes</b>		<b>No</b>	
<b>DATE OF APPROVAL</b>					<b>DATE LOGGED INTO COURT CALENDAR</b>				
<b>APPROVAL CONDITIONS</b>									

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<b>Board President Name</b>	<b>Board President Signature</b>	<b>Date</b>
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# SOUND SYSTEM CONTRACT

<b>PERSON REQUESTING TO USE SOUND SYSTEM</b>	
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<b>REQUESTOR SIGNATURE</b>	
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<b>DATE PICKING UP SOUND SYSTEM</b>	
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<b>DATE RETURNING SOUND SYSTEM</b>	
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<b>PERSON PICKING UP &amp; RETURNING SOUND SYSTEM</b>	
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<b>PERSON PICKING UP SIGNATURE</b>	
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**If sound system cannot be returned prior to the storage unit closing time, sound system must be kept in a secure location (NOT IN VEHICLE). By signing this, you acknowledge that if something happens to the system, you will be solely responsible for repair or replacement of sound system.**

<b>LOCATION WHERE SOUND SYSTEM WILL BE USED</b>	
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<b>LOCATION REPRESENTATIVE SIGNATURE</b>	
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<b>TRAINED PERSON SETTING UP SOUND SYSTEM</b>	
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<b>TRAINED PERSONS SIGNATURE</b>	
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<b>TIME SOUND NEEDS TO BE SETUP AND READY TO GO BY</b>	
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<b>TRAINED PERSON RUNNING SOUND SYSTEM DURING EVENT</b>	
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<b>TRAINED PERSONS SIGNATURE</b>	
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<b>IF RENTED, PERSON WHO PAID THE FEE</b>	
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<b>SPECIAL NOTES</b>
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# LIGHTS SYSTEM CONTRACT

<b>PERSON REQUESTING TO USE LIGHTS SYSTEM</b>	
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<b>REQUESTOR SIGNATURE</b>	
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<b>DATE PICKING UP LIGHTS SYSTEM</b>	
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<b>DATE RETURNING LIGHTS SYSTEM</b>	
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<b>PERSON PICKING UP &amp; RETURNING LIGHTS SYSTEM</b>	
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<b>PERSON PICKING UP SIGNATURE</b>	
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**If LIGHTS system cannot be returned prior to the storage unit closing time, lights system must be kept in a secure location (NOT IN VEHICLE). By signing this, you acknowledge that if something happens to the system, you will be solely responsible for repair or replacement of lights system.**

<b>LOCATION WHERE LIGHTS SYSTEM WILL BE USED</b>	
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<b>LOCATION REPRESENTATIVE SIGNATURE</b>	
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<b>TRAINED PERSON SETTING UP LIGHTS SYSTEM</b>	
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<b>TRAINED PERSONS SIGNATURE</b>	
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<b>TIME LIGHTS NEEDS TO BE SETUP AND READY TO GO BY</b>	
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<b>TRAINED PERSON RUNNING LIGHTS SYSTEM DURING EVENT</b>	
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<b>TRAINED PERSONS SIGNATURE</b>	
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<b>IF RENTED, PERSON WHO PAID THE FEE</b>	
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<b>SPECIAL NOTES</b>
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